



NEW EMPLOYEE ORIENTATION

May 9 & 10, 2017

Agronomic Building & Ramada Blue Ridge

Agronomic Building, 4300 Reedy Creek Rd, Raleigh – 919.733.2655

Ramada Inn, 1520 Blue Ridge Rd, Raleigh, NC 27607 – 919.832.4100

Reservation deadline is Tuesday, April 11, to get the group rate of \$67.30+tax. Use the group code “NCDA&CS Employee Training & Orientation” when reserving your sleeping room.

To register go to:

https://docs.google.com/forms/d/1SboZN4yVR4ibc46A5a1jtzwcMz8GJmTmxkFJKRUqDGE/viewform?c=0&w=1&usp=mail_form_link **NO Registration FEE**

Scholarship options can be found at the following webpage.

http://www.ncagr.gov/SWC/professional_development/scholarships.html

Draft Agenda

Tuesday Afternoon

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|-------|---|
| 12:30 | Registration at Agronomic Building |
| 1:00 | Introductions |
| | Soil and Water Conservation Partnership |
| 2:30 | Website Resources |
| 3:30 | Break |
| 3:45 | Open Records and Section 1619 |
| | Wikipedia for Districts |
| 5:00 | Break for Dinner on your own |

Tuesday Evening - Ramada Meeting Room

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| 7:00 | Board Meeting Procedures and Review |
| 8:00 | PCEP – Professional Conservation Employee Program |

Wednesday Morning – Break into Two Groups

- | | Technical | Administrative |
|------|--|-----------------------------------|
| 8:30 | Detailed Training Plan | Board Meeting
Supervisor Forms |
| | Working with NRCS Standards
and Cost Share Policies | Public Meetings |
| | Job Approval Authority | Financial Administration |

Wednesday Afternoon

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|-------|---|
| 12:00 | Lunch (you pay for sandwiches brought into Agronomic Building) |
| 1:00 | Basics (Handling compliance, Choosing a Program includes CREP)
Group Discussions with Assigned Cost Share/CREP Staff |
| 3:30 | End Session |